



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

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**TITLE:** District's K-12 Open Enrollment Transfers for Elementary and Secondary Students

**NUMBER:** BUL-6491.2

**ISSUER:** Rena Perez, Director  
Master Planning and Demographics

Mark Hovatter, Chief Facilities Executive  
Facilities Services Division

**DATE:** April 3, 2017

**POLICY:** Beginning April 3, 2017, the guidelines and procedures specified herein shall govern the processing of Open Enrollment Transfers for Elementary and Secondary students.

**MAJOR CHANGES:** This bulletin updates School Management Services, Bulletin No. 6491.1 of the same subject, dated April 1, 2016. It also reflects the current organizational structure of School Management Services/Master Planning and Demographics within Facilities Services Division and provides a new contact information.

### ROUTING

Local District

Instructional Administrators and  
Instructional Directors

Local District

Administrators of Operations and  
Operations Coordinators

Principals

School Administrative Assistants

### **The Open Enrollment Process accepts electronic online applications.**

The paper application will remain intact, for those individuals who would like to submit by paper method. Please reference Section III of this bulletin for more details on the application process.

**School drawings will no longer be conducted by individual school sites.** The Office of School Choice will conduct a random unbiased electronic lottery process, wherever necessary. Please reference Section III of this bulletin for more details.

**GUIDELINES:** The following guidelines apply.

### **I. BACKGROUND**

On July 22, 1993, Governor Wilson signed into law a bill intended to increase parental choice options within California's public schools. Assembly Bill 1114 mandates public school choice within a school district (intradistrict choice). Only families residing within the boundaries of Los Angeles Unified School District may participate in this choice option. It required school districts to enact its provisions for the 1994-95 school year and thereafter, and to adopt an Open Enrollment Transfer procedure as a condition for receipt of apportionments from the State School Fund.



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The regular school kindergarten-12<sup>th</sup> grade Open Enrollment Transfer procedure is another choice provided to parents in addition to the following existing options:

1. Magnet Schools/Centers
2. Permits with Transportation (PWT)
3. Public School Choice
4. School for Advanced Studies (SAS)
5. Inter-district Permits (Please refer to BUL-5341.2)
6. Intra-district Permits (Please refer to BUL-5347.1)
7. California Open Enrollment, Act SBX5 4 (Romero)

Procedures and guidelines for these programs are detailed in separate bulletins.

## II. GUIDELINES FOR OPEN ENROLLMENT TRANSFERS

### A. Resident Students

1. No kindergarten-12<sup>th</sup> grade student who currently resides in the attendance area of a regular school shall be displaced from that school by open enrollment transferred students.
2. Open Enrollment applications must have resident addresses within the LAUSD attendance boundary.

### C. Guidelines for Identifying Classroom Space for Open Enrollment Transfers

1. Each year, classroom space is identified for resident and special education students, continuing permit students, traveling students, and projected resident growth. Remaining space may be utilized for open enrollment transfers and will be identified by the principal during the E-CAST process in the spring.
2. A Reference Guide issued in March from Facilities Services Division, *Open Enrollment Transfers Timeline for K-12 Students*, for the subsequent school year provides application dates for accepting Open Enrollment Transfers.

### D. Integration Guidelines

1. The school principal has the responsibility of monitoring the school's integration ratio on an ongoing basis. Principals are encouraged to enhance the integration status of their schools through choice and option programs.
2. Schools that are integrated, based on the current year's Ethnic Survey Report, may accept any child as long as space is available, as identified in the current reference guide; the school maintains its integration status; and its Other White (OW) percentage does not exceed 60 percent (or, where indicated, 70 percent) of the total school population.



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3. Predominantly Hispanic, Black, Asian, and Other Non-Anglo (PHBAO) schools that have an OW percentage within the 25-29.9 percent range must maintain their OW percentage within available space as indicated in the current reference guide.
4. PHBAO schools that have an OW percentage within the 0-24.9 percent range are not restricted by any integration guidelines that would prevent the parental choice process from being implemented, as long as the school has classroom space available as identified in the current reference guide.

### E. Transportation Guidelines

Open Enrollment Transfers do not carry transportation privileges.

### F. Matriculation Guidelines

1. Once an Open Enrollment Transfer is granted, it is valid through the final grade offered by the school. The transfer cannot be canceled by the school. Annual renewal is not required. If a parent/guardian cancels an open enrollment transfer, the student must return to the school of residence. The parent/guardian will be able to complete a new open enrollment application the following spring for the next school year.
2. Siblings of open enrollment students shall be issued an Open Enrollment Transfer in order to keep the family together. Principals are reminded that, depending on the number of siblings, the amount of available space at a school could be significantly decreased. Siblings who are new open enrollment enrollees increase the authorized number of open enrollment transfers by one for each sibling accommodated.
3. When a student matriculates to the next school level (i.e., middle school or high school), a new Open Enrollment Transfer application must be made. To assist schools at the next school level, a new application must be made to the school of choice. Due to limited space at many District schools, matriculation through the open enrollment process to the next school is not guaranteed and applications will be combined with other applications. If the total number of applicants exceeds the number of available spaces, a drawing shall take place.

### G. Special Education Guidelines

1. Upon receipt of a paper application, clock in the application and follow the same procedures as you would for any Open Enrollment Application. If the student is selected in the regular district process, notify your Special Education Service Center of the student's selection in order for the appropriate supports and services to be provided.



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2. Refer any operational questions regarding special education programs to the Special Education Service Center, Operations at (213) 241-6701.
3. Refer any instructional questions regarding special education programs to the Special Education Service Center, Instructional to the contacts listed below.

<u>Local District</u>	<u>Telephone Number</u>
Northeast	(818) 686-4400
Northwest	(818) 654-5001
South	(310) 354-3431
East	(323) 224-3309
West	(310) 235-3700
Central	(213) 241-4630

### H. Athletic Eligibility Guidelines

All transfer applications for senior high school students, grades 9 through 12, are subject to the limitations of the California Interscholastic Federation (CIF) "Rules and Regulations Governing Interscholastic Athletics". High school students in interscholastic athletics who apply for open enrollment should complete an "Athletic Certification for Open Enrollment Transfer" form at the same time. Questions regarding student interscholastic athletic eligibility should be referred to Trent Cornelius, Interscholastic Athletics at (213) 241-5847.

### I. Opportunity Transfer Guidelines

Opportunity transfer students may apply for open enrollment as long as the receiving school administrator can confirm on the MiSIS Student Transfer Form/PAR that the conditions for the return to the home school have been met. If the conditions have been met, the student takes the MiSIS Student Transfer Form/PAR to the home school for its information and records. The student or the parent/guardian then initiates the Open Enrollment Application process by requesting that the home school administrator sign the application. The student or the parent/guardian then applies to the school of choice. If the conditions have not been met, the opportunity transfer student may not apply for open enrollment.

## III. OPEN ENROLLMENT TRANSFER PROCEDURES

- A. A transfer application will be provided to all parents/guardians who request one from any Los Angeles Unified School District school.
- B. Transfer applications can be submitted online or by traditional paper application.



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<b>Parents/guardians may apply for District K-12 Open Enrollment <i>online</i> or use the <i>traditional paper application</i>.</b>	
<b>ONLINE SUBMISSION</b> If parents/guardians choose to submit their application online, the steps are outlined below:	<b>PAPER SUBMISSION</b> If parents/guardians choose to submit their paper application using the traditional process, the steps are outlined below:
<ul style="list-style-type: none"><li>- The online application is available on the District K-12 Open Enrollment website and <a href="https://apply.lausd.net">https://apply.lausd.net</a></li><li>- Families must create a parent account (username and password) to access the account. (If a parent applied for a magnet program online or last year submitted an online Open Enrollment application, the same parent account can be used for this year's Open Enrollment.)</li><li>- Please reference the Open Enrollment User Guide on the website for any questions regarding parent account registration, or email <a href="mailto:applyforschools@lausd.net">applyforschools@lausd.net</a> with any additional questions.</li><li>- The online application requires the electronic signature of a parent or guardian.</li></ul>	<ul style="list-style-type: none"><li>- Central Office will distribute paper applications to school sites for families to complete. School sites will receive these applications before May 1st. Paper applications will arrive via school mail in a <i>green envelope</i>.</li><li>- Please do not make blank copies. Central Office cannot properly scan an application that is a copy from an original application. If you need additional forms, please contact Master Planning and Demographics at (213) 241-8044.</li><li>- The application must be completed and signed by the parent/guardian.</li><li>- Parents/Guardians can submit paper applications to their school of choice.</li></ul>



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ONLINE SUBMISSION	PAPER SUBMISSION
<ul style="list-style-type: none"><li>• For informational purposes only, the Office of School Choice will notify schools of attendance about each resident student's open enrollment application.</li></ul>	<ul style="list-style-type: none"><li>- School sites are responsible to ensure that all paper applications they receive are both complete and legible. Incomplete applications will not be processed.</li><li>- Staff at the school of choice makes hardcopies of paper applications and keeps these copies on file.</li><li>- Staff at the school of choice <b>must</b> send all original completed paper applications it has received to Master Planning and Demographics on a <b>daily</b> basis, as soon as paper applications are received, and until the year's Open Enrollment is officially over. Please do <b>not</b> wait until the end of the Open Enrollment application date to submit. Mail applications to the following school mail address:  Master Planning and Demographics c/o Asset Management Branch 23rd Floor, Beaudry</li><li>- Sending all paper applications to the Master Planning and Demographics ensures that all Open Enrollment applications are accounted for in the event an electronic lottery is required for a school.</li></ul>



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ONLINE SUBMISSION	PAPER SUBMISSION
	<ul style="list-style-type: none"><li>- Online applications, along with paper applications, may exceed the declared number of Open Enrollment seats requiring an electronic lottery. Office staff should not inform parents/guardians of the status of their application until it is official.</li></ul>

- C. A Reference Guide issued in March from the Facilities Services Division, *Open Enrollment Transfers Timeline for K-12 Students* for the subsequent school year, will give specific dates for application and notification.
- D. Once the open enrollment deadline date has passed, no late applications will be accepted until the selection process has closed. After schools received their District K-12 Open Enrollment rosters, they may accept late applications in the order they are received. If there are declared Open Enrollment seats available, schools may accept and enroll the students. If there are no declared Open Enrollment Seats available, late applicants may be added to the waitlist in the order they are received.
- E. If the number of applicants does not exceed the number of available spaces, and integration guidelines are met, all applicants will be accepted until the designated available space is exhausted or the deadline date occurs, whichever occurs first.
- F. If the number of applicants exceeds the number of available spaces, a random, unbiased electronic drawing (managed by the Office of School Choice) shall be used.
1. Individual schools will no longer be responsible for conducting a lottery process.
  2. The Office of School Choice will conduct a random, unbiased electronic drawing for all schools where one is required (applications exceed the number of available seats).
  3. The Office of School Choice will provide each school with a list of accepted students along with a ranked wait list of remaining applicants. This list will be available on the Open Enrollment Portal.



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4. In all electronic drawings, when one sibling's name is drawn and accepted, other sibling shall also be issued open enrollment transfers to that same school. The authorized number of Open Enrollment Transfers is to be increased by one for each sibling accommodated.
  5. Families with more than one child or families with twin children shall complete an individual open enrollment application (either electronically or via paper) for each child. In the case of a paper submission, open enrollment applications must not be stapled together or combined in any manner.
  6. Open Enrollment Transfers shall be issued to those on the waiting list only to replace those original applications who have either withdrawn their applications or who have not enrolled by the end of the first week of the assigned track of the new school year. School site administrators will be responsible for notifying individuals on the wait list (in order of wait list rank) if/when seats become available.
  7. Parents/guardians of students selected by the electronic drawing shall be notified of their acceptance either by mail or email (depending on their preferred form of communication as indicated on their application). Parents/guardians of all other applicants shall be notified by the school of choice of their positions on the waiting list and subsequently notified promptly if their children become eligible for open enrollment transfers.
- G. For students newly arriving in the residence area of Satellite Zone (SAT) or Capacity Adjustment Program (CAP) school, the usual time constraints for open enrollment applications do not apply. The school is to inform students and parents/guardians regarding all options and assist in determining where space is available in another school. Parents/guardians shall be responsible for student transportation.

#### IV. APPEALS

Denial of an Open Enrollment Application is final and not subject to appeal.

#### V. RESPONSIBILITY FOR PUBLICITY

- A. A Reference Guide issued in March from Facilities Services Division, *Open Enrollment Transfers Timeline for K-12 Students* for the subsequent school year, will be available on the District website for the information of all District schools and offices.





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- B. All school principals will provide District and school information concerning open enrollment transfers to students, parents, and the community. Copies of all publicity materials concerning open enrollment applications should be retained in the files at each school.
- C. News releases concerning open enrollment policies and procedures will be disseminated by the Public Information Office prior to the open enrollment application period. Specific questions concerning open enrollment policies and procedures should be directed to the school principal or Rena Perez / Vincent Maffei in Master Planning and Demographics at (213) 241-7599 / (213) 241-7597.

### VI. REPORTING OPEN ENROLLMENT TRANSFER ACTIVITY

- A. Once a new student Open Enrollment Transfer application has been approved, the school of choice must notify the applicant by an approval letter with a copy sent to the school attendance. The school of attendance, upon request from the parent/guardian of the open enrollment applicant, will release the student and issue a Student Transfer Form from MiSIS. For directions to generate the report, refer to the "Student Transfer Form" Job Aide, available at <https://misis.lausd.net>. The open enrollment applicant must take the Student Transfer Form to the new school of choice to enroll.
- B. When the student enrolls, the Open Enrollment Transfer information shall be entered by the new school of choice on the MiSIS Student Enrollment screen. On the student's new enrollment record for the school, enter the following information:
  - 1. Permit Code- Select "Open Enrollment"
  - 2. Permit Issue Date- Select date of first day of enrollment at school
  - 3. Permit End Date- Not required for Open Enrollment Permit
- C. For further information and directions for enrolling a student in MiSIS refer to "Enroll Student and Assign Classes" Job Aide available at <https://misis.lausd.net>.
- D. The MiSIS Student Permit List may be used to print a list of students with permits, including Open Enrollment Permits. The report is located on the MiSIS Report Menu under Enrollment.
- E. In October of each year, all schools will complete an Annual Student Open Enrollment Transfer Tally Report for Master Planning and Demographics as required by the terms of Assembly Bill 1114 (1993).



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## VII. APPLICATION FORM

A sample Open Enrollment Transfer application form is included as Attachment A.

The application form posted online is intended to be used **only** as a sample for families applying by paper method. Central Office will provide paper applications to be received by school sites before the Open Enrollment application period begins, for distribution to interested parents/guardians.

**Please do not make blank copies.** If you require additional forms, please contact Master Planning and Demographics at 213-241-8044. Your request will be processed immediately.

## VIII. SAMPLE LETTERS

A sample notification letter of approval (Attachment B) and a sample waiting-list letter (Attachment C) are included.

## IX. REFERENCE GUIDE

A Reference Guide from Facilities Services Division, *Open Enrollment Transfers Timeline for K-12 Students*, will be updated and reissued annually for the next school year.

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**AUTHORITY:** This is a policy of School Management Services/Master Planning and Demographics, Facilities Services Division.

**RELATED RESOURCES:** REF-6470.2, *Open Enrollment Transfers Timeline for K-12 Students for 2017-18*, dated March 8, 2017, and issued by Facilities Services Division.

School personnel and parents may visit the District K-12 Open Enrollment website and <https://apply.lausd.net> for the online application.

**ASSISTANCE:** For assistance or further information, please contact Vincent Maffei, Master Planning and Demographics at (213) 241-7597 / (213) 241-8044.



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ATTACHMENT A

## OPEN ENROLLMENT TRANSFER APPLICATION

Parents/Guardians: Completed applications should be submitted to one of the selected Schools of Choice  
between **May 1** and **May 19, 2017**

Please **PRINT** in **INK** and fill out completely.

### STUDENT PROFILE

First Name	MI	Last Name	MM / DD / YY	Sex M F	<b>Student's Ethnicity (Check one)</b> <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black, not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not Hispanic <input type="checkbox"/> Filipino <input type="checkbox"/> Pacific Islander
Address		City	Zip		
School student is now attending			Student's Grade Next School Year		

### SIBLING INFORMATION

Does the student listed in the Student Profile Section above have a sibling applying for the same school of choice during the application cycle? If yes, please fill out Sibling Information below.

If yes, please list school name: ☐ Yes ☐ No

First Name	MI	Last Name	MM / DD / YY	Sex M F
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### PARENT PROFILE

Parent/Guardian's Last Name	MI	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	Work or Emergency Phone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Email Address
		<input type="text"/>

### SCHOOL SELECTIONS

**School of Choice** (School to which student wants to transfer)

1. <input type="text"/>	3. <input type="text"/>
Cost Center Code <input type="text"/>	Cost Center Code <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>
Cost Center Code <input type="text"/>	Cost Center Code <input type="text"/>
	5. <input type="text"/>
	Cost Center Code <input type="text"/>

#### NOTES:

- Under current California Interscholastic Federation (CIF) rules, participation in athletics may be restricted.
- Parents or guardians should plan to provide their own transportation for open enrollment transfer students.
- Matriculation as an open enrollment student to the next school level is not guaranteed.

Signature of Parent/Guardian	The processing of this application is dependent upon accurate and complete information	Date
Signature of Administrator (or designee) of school of choice.		Date
Signature acknowledges receipt of application only.		

#### FOR SCHOOL USE ONLY

Please xerox and keep a copy of this application on file. Return the original via school mail as soon as the application is received.  
Applications must be received no later than May 24th

**School Management Services**  
c/o Asset Management Branch 23rd Floor



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ANEXO A

## SOLICITUD DE TRANSFERENCIA DE MATRICULACIÓN ABIERTA

Padres/Tutores: Se deberán entregar las solicitudes llenas a una de las Escuelas de Opción seleccionadas entre **Mayo 1 y Mayo 19 de 2017**

Por favor **LENE TOTALMENTE LA SOLICITUD CON LETRA DE MOLDE Y EN PLUMA.**

### PERFIL DEL ESTUDIANTE

Nombre	Inicial	Apellido	Fecha de Nacimiento MM / DD / AA	Sexo M F	<b>Origen Étnico del Estudiante (Marque uno)</b> <input type="checkbox"/> Indio Americano/Nativo de Alaska <input type="checkbox"/> Asiático <input type="checkbox"/> Negro, no Hispano <input type="checkbox"/> Hispano <input type="checkbox"/> Blanco, no Hispano <input type="checkbox"/> Filipino <input type="checkbox"/> Isleno del Pacífico
Domicilio		Ciudad	Código Postal		
Escuela a la que Asiste el Estudiante		Grado del Estudiante el Próximo Año			

### INFORMACIÓN DE HERMANOS

¿El estudiante listado en el Perfil del Estudiante anterior tiene un hermano que solicita admisión a la misma Escuela de Opción durante el ciclo de la solicitud? Si así es, incluya la información del hermano en líneas posteriores.

☐ Si ☐ No Si así es, por favor liste el nombre de la escuela:

Nombre	Inicial	Apellido	Fecha de Nacimiento MM / DD / AA	Sexo M F

### PERFIL DEL PADRE

Apellido del Padre/Tutor	Inicial	Nombre
( )	( )	
Núm. de Teléfono en Casa	Núm. de Teléfono Laboral o de Emergencia	Extensión
( )	( )	( )
		Correo electrónico

### SELECCIONES DE ESCUELAS

**Escuela de Opción** (Escuela a la cual el estudiante se quiere transferir)

1.		Código del Centro de costo	
2.		Código del Centro de costo	
3.		Código del Centro de costo	
4.		Código del Centro de costo	
5.		Código del Centro de costo	

#### NOTAS:

- De conformidad con las reglas de la California Interscholastic Federation (CIF), se podría restringir la participación en deportes.
- Padres o tutores deberán planear para proveer su propio transporte para los estudiantes que se transfieren con matriculación abierta.
- La inscripción al siguiente grado escolar no se puede garantizar para los estudiantes en matriculación abierta.

Firma del Padre/Tutor	El trámite de esta solicitud está sujeta a la entrega de información completa y correcta	Fecha
Firma del Administrador o persona designada de la Escuela de Opción. La firma sólo indica que se recibió la solicitud.		Fecha

#### FOR SCHOOL USE ONLY

Please xerox and keep a copy of this application on file. Return the original via school mail as soon as the application is received. Applications must be received no later than May 24th

**School Management Services**  
c/o Asset Management Branch 23rd Floor



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ATTACHMENT B

## SCHOOL LETTERHEAD

### SAMPLE NOTIFICATION LETTER

Dear Parent or Guardian:

I am pleased to inform you that your SY 20\_\_-20\_\_ Open Enrollment Transfer Application for your child

\_\_\_\_\_, \_\_\_\_\_  
(name of student) (date of birth)

has been approved to attend \_\_\_\_\_ School.  
(name of school)

Please take this letter to your current school of attendance and request an official MiSIS Student Transfer Form/PAR. This will officially release your child from that school. When you enroll your child at our school it is important that you bring the MiSIS Student Transfer Form/PAR with you.

We look forward to seeing you at our school. If you plans change and your child will not be coming to our school, please let us know as soon as possible. If you have any questions please call the school office at \_\_\_\_\_.  
(school phone number)

Sincerely,

c: Current School of Attendance



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ANEXO B

## LA FORMA OFICIAL DE LA ESCUELA

### CARTA DE NOTIFICACION

Estimado Padre o Tutor:

Tenemos el agrado de informarle que la solicitud de transferencia de inscripción abierta para el año 20\_\_-20\_\_, para su hijo/a \_\_\_\_\_,  
(nombre del estudiante)

\_\_\_\_\_, ha sido aprobada para que asista a la escuela  
(fecha de nacimiento)

\_\_\_\_\_ School.  
(nombre de la escuela)

Por favor lleve esta carta a su actual escuela de asistencia y solicite un informe de la cuenta de los alumnos (PAR, siglas en inglés). Eso, oficialmente de la salida a su hijo/a de esa escuela. Cuando su hijo/a se inscriba en nuestra escuela, es importante que triaga el formulario MiSIS Estudiante Formulario de Transferencia/PAR con usted.

Esperamos verlo pronto en nuestra escuela. Si sus planes cambian y su hijo/a no asistira a nuestra escuela favor de avisarnos lo mas pronto posible. Si tienen alguna pregunta, por favor llame a la oficina de la escuela al \_\_\_\_\_.  
(numero de teléfono de la escuela)

Atentamente,

c: Escuela actual de asistencia



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ATTACHMENT C

## SCHOOL LETTERHEAD

### SAMPLE WAITING-LIST LETTER

Dear Parent or Guardian:

I am sorry to inform you that your child \_\_\_\_\_,  
(name of student)

\_\_\_\_\_ has not been selected in the open enrollment  
(date of birth)

random selection process for \_\_\_\_\_ School.  
(name of school)

Therefore, your child's name is placed on the waiting list at our school. If openings occur, you will be contacted by our school staff between now and \_\_\_\_\_.  
(see reference guide for deadline date)

If you have any questions please call the school office at \_\_\_\_\_.  
(school phone number)

Sincerely,



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ANEXO C

## LA FORMA OFICIAL DE LA ESCUELA

### CARTA DE LA LISTA DE ESPERA

Estimado Padre o Tutor:

Sentimos mucho tener que informale que la solicitud de transferencia de inscripción abierta para su hijo/a \_\_\_\_\_,  
(nombre del estudiante)

\_\_\_\_\_, no fue elegido en el proceso de selección al  
(fecha de nacimiento)  
azar para la escuela \_\_\_\_\_ School.  
(nombre de la escuela)

Por lo tanto, el nombre de su hijo/a ha sido colocado en la lista de espera de la escuela. Si ocurren vacancias, nuestro personal le avisará entre esta fecha y \_\_\_\_\_.  
(vea la guía de referencia para encontrar la fecha)

Si tienen alguna pregunta, por favor llame a la oficina de la escuela al \_\_\_\_\_.  
(numero de teléfono de la escuela)

Atentamente,